



**MINUTES**  
**Workforce Connection**  
of Central New Mexico  
**Executive Committee**  
Thursday, June 14, 2007  
7:30 am  
MRCOG, 809 Copper NW - Board Room

**Call to Order** – 7:43 am – John Sapien  
**Roll Call** - by Patrick Newman

**Present**

Bob Davey  
Judy LeJeune  
Rita Logan  
J.C. Lopez  
Virginia Murphy  
John Sapien  
Jim Summers

**Quorum Established**

**Excused**

Mayor Patricia Chavez  
Mary Lee Martin

**Approval of Thursday, June 14, 2007 Agenda**

**Motion:** Judy LeJeune  
**Second:** J.C. Lopez  
**No Discussion**  
**Action:** Passed unanimously by voice vote

**Tab 1: Approval of Minutes, Executive Committee: May 23, 2007**

**Motion:** Bob Davey  
**Second:** Rita Logan  
**No Discussion**  
**Action:** Passed unanimously by voice vote

**Tab 2: Monthly Expenditure Report for May 2007 - by Jesse Turley**

- Jesse Turley, WCCNM Accounting Manager, explained the WIA monthly expenditure report for May 2007.
- The third quarter New Mexico Department of Labor (NMDOL) billings have not been received are not reflected in the May expenditure report.
- Estimated WIA carry-in funds for Program Year 2007 are approximately 1.3 million dollars.

**Discussion Followed**

## FINAL ACTION ITEMS

There were nine action items to discuss and vote on – All were passed unanimously by voice vote.

### Passed by voice vote

- Approval of WFCP-01-07, PY07 Preliminary Budget
- Approval to Extend the WCCNM Auditor Contract with Hinkle and Landers for One Year
- Approval of WCCNM PY07 Administrative/Fiscal Entity Contract with MRCOG
- Approval of Three Month Extension of the Adult/Dislocated Worker Services Provider
- Approval of Ad Hoc Committee's Youth Services Program Proposal Evaluation Recommendation
- Approval of One Year Extension of WCCNM Legal Services Contract
- Approval of WFCP-02-07, WCCNM Meeting Dates
- Approval of R-01-07, Open Meetings Act Resolution
- Approval of WFCP-03-07, One Year Extension of COPD Interpreter Services Contract

### **Tab 3: Approval of WFCP-01-07, PY07 Preliminary Budget - Background and Introduction by Dewey Cave**

- The PY07 preliminary budget includes funds received from the Governor's Office of Workforce Training and Development (OWTD), projected carry-in and proposed transfer of funds from the Adult to the Dislocated Worker funding streams.
- The total PY07 allocation is two million, three hundred fifty-six thousand and nine hundred sixteen dollars (\$2,356,916), with an additional projected carry-in estimated at one million, three hundred fifteen and one hundred ninety-eight dollars (\$1,315,198).
- Current preliminary figures will be adjusted upon finalized allocations from OWTD.
- Various scenarios were presented to the Executive Ad Hoc Committee for further discussion on maintaining programs on a reduced budget.
- Staff is recommending approval of the PY07 preliminary budget.

### **Questions and Discussion Followed**

**Motion to approve: Bob Davey**

**Second to Table: J.C. Lopez**

**No Discussion**

**Motion to Table Passed unanimously by Voice Vote**

### **Tab 4: Approval to Extend the WCCNM Auditor Contract with Hinkle and Landers for One Year - Background and Introduction by Dewey Cave**

- WCCNM is required by federal legislation to have a single audit conducted each fiscal year.
- Hinkle and Landers, P.C. has successfully conducted the PY02 through PY05 audits.
- The term of the current contract was for one year beginning with PY05 with the option to extend the agreement for two additional one-year terms.

- The previous contract amount was for thirty-two thousand and sixty-two dollars (\$32,062.50) to include services for WIA and TANF, but because TANF is no longer a part of our services, the contract amount will be re-negotiated with the auditor for eighteen thousand dollars (\$18,000).
- Staff is recommending to exercise the one-year extension to conduct the PY06 audit.

**Questions and Comments Followed**

**Motion to approve the auditor contract at eighteen thousand dollars (\$18,000):**

**J.C. Lopez**

**Second: Bob Davey**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 5: Approval of WCCNM PY07 Administrative/Fiscal Entity Contract with MRCOG -**  
Background and Introduction by Patrick Newman, Dewey Cave and Lawrence Rael

- The WCCNM entered into an Administrative and Fiscal Agent contract with the MRCOG in July 2003 and contract extensions have been approved for the years following, with the ending date of June 30, 2007.
- By WCCNM legal council opinion and Executive Committee decision, the WCCNM will enter into a government-to-government contract with the MRCOG without the requirement to comply with the Request for Proposal process under the New Mexico Procurement Code.
- Unless otherwise terminated, the Agreement will be for one year beginning July 1, 2007 and ending June 30, 2008.
- Contract Extensions will be approved by the Board, dependent upon performance and funding availability.
- Funding for the PY07 contract amount is estimated at seven hundred fifty-five thousand and nine hundred thirty-four dollars (\$755,934).
- Judy LeJeune was concerned with the contract amount and requested that a final report be presented to the Board once the budget is complete.
- Lawrence Rael noted that the contract amount includes legal fees, maintenance, workers' compensation and program support and that the board will negotiate with the MRCOG the final dollar amount.

**Questions and Comments Followed**

**Motion to approve: Bob Davey**

**Second: Judy LeJeune**

**Further Discussion**

**Action: Passed unanimously by voice vote**

**Tab 6: Approval of Three Month Extension of the Adult/Dislocated Worker Services Provider**  
- Background and Introduction by Patrick Newman.

- The Request for Proposal to provide Adult/Dislocated worker services was reviewed by WCCNM staff, board members who comprised the Ad Hoc Committee as well as the Executive Committee.
- The Executive Committee's study session is recommending a government-to-government extension of the NMDOL's contract for three months with added contract stipulations.

- The term of this Agreement shall be three months, beginning on July 1, 2007 and ending as of the close of business on September 30, 2007.
- Mr. Rael stated that further discussion with NMDOL needs to take place before they accept the contract.
- John Sapien noted that with the cuts in funding, the contract extensions will allow us to continue services while we evaluate our situation.
  - *Judy LeJeune suggested that the vacancy stipulation be amended to read:  
Contractor will not fill existing vacancies or any vacancies that may occur during the three month extension period unless authorized by the Administrative Entity.*

**Questions and Comments Followed**

***Motion to approve Agreement with amendment to include vacancy evaluations by the Administrative Entity: Judy LeJeune***

**Second: Rita Logan**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 7: Approval of Ad Hoc Committee's Youth Services Program Proposal Evaluation**

**Recommendation -** Background and Introduction by Patrick Newman

- The RFP for youth program services was released on April 18, 2007. Youth Development, Inc. (YDI) and HELP-New Mexico, Inc. submitted proposals to the MRCOG.
- The RFP Ad Hoc Committee reviewed the proposals at which time they made a recommendation that YDI continue as the WCCNM Youth Services Provider.
- Due to significant funding reductions, an Executive Committee study session was necessary to address future youth services and produced a recommendation to move forward with the Ad Hoc Committee's Youth Provider contractor selection.
- The term of the Agreement shall be one year, beginning on July 1, 2007 and ending as of the close of business on June 30, 2008.
- The financial impact is subject to contract negotiations.

**No Discussion**

**Motion to approve: J.C. Lopez**

**Second: Bob Davey**

**No Discussion**

**Action: Passed unanimously by voice vote**

**Tab 8: Approval of One Year Extension of WCCNM Legal Services Contract- Background and Introduction by Patrick Newman**

- The law firm of Sanchez, Mowrer and Desiderio has been providing the WCCNM with legal services since 2003.
- With the original contract, two one-year extensions options were provided, taking the contract through June 30, 2007.
- The contract terms included the option to extend the agreement for one additional one-year term beginning July 1, 2007 through June 30, 2008.
- Recommendation is to approve the additional one-year term extension with a financial impact not to exceed fifteen thousand dollars (\$15,000).

**No Discussion**

**Motion to approve: Bob Davey**  
**Second: J.C. Lopez**  
**No Discussion**  
**Action: Passed unanimously by voice vote**

**Tab 9: Approval of WFCP-02-07, WCCNM Meeting Dates - Background and Introduction by Patrick Newman**

- The PY07 meeting schedule has been established for July 2007 through June 2008.
- This schedule will follow the meeting schedule established in August 2003.
- Executive meetings are scheduled to meet on the first Thursday of each month and Full Board meetings will be scheduled to meet the third Monday of every other month.
- The meeting schedule attached to Tab 9 follows the established schedule.

**No Discussion**

**Motion to approve: J.C. Lopez**  
**Second: Rita Logan**  
**No Discussion**  
**Action: Passed unanimously by voice vote**

**Tab 10: Approval R-01-07, Open Meetings Act Resolution - Background and Introduction by Patrick Newman**

- The Open Meetings Act Resolution must be approved every Program Year to remain in compliance with statutory regulations.
- Any policy-making body of any state agency or any agency formulating public policy is required to follow the Open Meetings Act.

**No Discussion**

**Motion to approve: J.C. Lopez**  
**Second: Jim Summers**  
**No Discussion**  
**Action: Passed unanimously by voice vote**

**Tab 11: Approval of WFCP-03-07, One Year Extension of COPD Interpreter Services Contract - Background and Introduction by Jerilynn Sans**

- The Community Outreach Program for the Deaf (COPD) has been providing quality interpreter services to WCCNM participants since August 2004.
- September 2006, the WCCNM approved a one-year contract with COPD to provide interpreter services for WCCNM participants beginning September 2006, ending June 30, 2007 with the option to extend the agreement for one additional one-year term.
- Staff is recommending to exercise the one-year extension ending June 30, 2008.
- The financial impact would not exceed three thousand dollars (\$3,000).

**Questions and Comments Followed**

**Motion to approve: Bob Davey**  
**Second: Judy LeJeune**  
**No Discussion**  
**Action: Passed unanimously by voice vote**

## **INFORMATION AND DISCUSSION ITEMS**

### **Tab 12. One-Stop Status – by Patrick Newman**

- Mr. Newman informed the Board members that contract negotiations for the proposed Model One-Stop building on 4<sup>th</sup> Street and Menaul are in process.
- Lawrence Rael spoke of the Governor's office and other federal programs discussions of the One-Stops and how our success will be represented through the agencies housed.
- Mr. Newman discussed the Model One-Stop financial status and the resource cost sharing allocation plan with the partners.
- Members expressed their concerns with funds to maintain the Model One-Stop and the commitment from businesses and partners.

#### **Questions and Comments Followed**

## **REPORTS**

### **Administrative Reports**

- None.

### **Committee Reports-**

- **Youth Council**
  - The next Youth Council meeting is scheduled for July 12, 2007.**No Discussion**
- **Performance and Monitoring** – Virginia Murphy
  - The next Performance and Monitoring Committee is scheduled for July 11, 2007.**No Discussion**
- **Training and Services Provider** – Judy LeJeune
  - The next Training and Service Provider Committee meeting is scheduled for July 19, 2007.**No Discussion**
- **BEDOSS Committee** - by John Sapien
  - The BEDOSS Committee has not met, but will be coming back together.**No Discussion**

## **PUBLIC COMMENT**

**Public Comments - None**

## **ADJOURNMENT**

**Adjournment – 9:00 am**  
**Next Meeting-**

**Date:** Thursday, July 12, 2007  
**Time:** 7:30 am  
**Location:** Mid-Region Council of Governments

*A more detailed account of the meeting and discussions are available for review at the MRCOG offices at:  
809 Copper NW, Albuquerque, NM 87102*